**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Building Safety Inspector  | **Grade**: SO1 |
| **Section:** Estate Services | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:**Deputy Estate Services Manager | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

With respect to the fire and building safety regime you will be responsible for a range of health and safety inspections, tasks and monitoring covering the council managed residential blocks and estates, including fire safety inspections, water quality and asbestos checks.

**Specific Duties and Responsibilities**

Responsible for an undertaking a range of health and safety inspections to ensure the communal areas of blocks and estates are hazard free and compliant with relevant legislation.

Inspect blocks to ensure fire escapes, communal areas, intake and riser cupboards are clear and take appropriate action to resolve issues, liaising with other sections as appropriate.

Responsible for ensuring hopper heads, refuse chutes and in rooms are in good repair and clear of hazardous materials.

Responsible for undertaking regular inspections of dry risers, arranging repairs where necessary.

Responsible for ensuring communal fire doors are in good working order and raising appropriate orders as required.

Ensure electrical/service/store/riser doors are secure and have adequate fire resistance, appropriate ironmongery, raising repairs as required.

Inspect for breaches of compartmentation in communal areas, identifying issues, and raising orders to certified contractors to complete required fire stopping.

Responsible for updating Fire Risk Assessments for actions relating to communal areas as appropriate.

Responsible for ensuring means of access to areas such as lift motor rooms, tanks rooms, flat roofs are safe arranging any repairs required.

Responsible for ensuring that the appropriate lift, wayfinding and any other required signs area in place.

Play a key role in maintaining water safety in tank rooms through water sampling, temperature testing and maintaining tank rooms in a good condition. This will include raising repairs and any necessary post inspections.

In accordance with the asbestos management plan, responsible for the quarterly review of asbestos containing materials within the communal areas and updating the asbestos management register as necessary.

Will undertake the training necessary for the duties outlined in this role and will develop an understanding of the legal framework underpinning the inspection regime.

This job description is written in the form used for grading posts. It is not intended to be an exhaustive or final statement of the duties required of any particular post or post holder. Any proposal to change the job description will first be the subject of consultation with the post holder, who may seek the advice of a personnel officer or a staff representative.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* Be prepared to be flexible with regard to earlier starts or later finishes
* To attend training and development courses where necessary.

**Team structure**

 Needs adding

**Person Specification**

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|  **Job Title: Building Safety Inspector** | **Grade**: SO1  |
| **Section: Estate Services** | **Directorate:** Housing and Regeneration |
| **Responsible to: Estate Services Manager** | **Responsible for:** |
| **Post Number/s:** | **Last Review Date:**  |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Good understanding of the building and fire safety legislation as it applies to residential buildings and estates and the importance of compartmentation in ensuring the safety of residents. | A&I |
| A practical understanding of building construction and services | A&I |
| A basic awareness of health and safety issues and willingness to develop your knowledge in that area. | A&I |
| An understanding and commitment to the Council’s equal opportunities policy | A&I |
| **Experience**  |
| Experience of dealing with the public face to face, in a variety of situations, which may occasionally be stressful. | A&I |
| To be able to work alone and under own initiative | A&I |
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| **Skills and Abilities** |
| Ability to prepare short written reports | A&I |
| Ability to learn IT skills, including the effective use of relevant software systems  | A&I |
| Able to climb stairs and ladders in order to access lift motor rooms and complete inspections | A&I |
| Good written and verbal communication skills |  A&I |
| Ability to deal with the public and liaise with outside agencies in a tactful and diplomatic manner. |  A&I |
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**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**